

## Title II Information Sheet

### Definitions

**Equity:** The LEA will ensure that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers.

**New Hires:** “New hires” includes teachers already employed by the district/charter school who transfer into a different school or individuals that are at the point of hire into the school district/charter.

### HQT Reporting Timeline 2011-2012

October 3, 2011 All district/charter schools must report their highly qualified teacher information on-line by this date.

### Contact Information

Name	Title	E-mail Address	Phone
HQT Website		<a href="http://www.ade.az.gov/asd/hqtp/">http://www.ade.az.gov/asd/hqtp/</a>	
Patty Hardy	Director Title II	<a href="mailto:patty.hardy@azed.gov">patty.hardy@azed.gov</a>	602-542-3626
Marilyn Gardner	Education Program Specialist, Title II	<a href="mailto:marilyn.gardner@azed.gov">marilyn.gardner@azed.gov</a>	602-542-5343
Rosemary Gaona	Education Program Specialist, Title II	<a href="mailto:rosemary.gaona@azed.gov">rosemary.gaona@azed.gov</a>	602-364-3553
Rocky Bye	Administrative Assistant	<a href="mailto:rocky.bye@azed.gov">rocky.bye@azed.gov</a>	602-364-1842
Support Services	Common Log-on for HQT Input Application	<a href="mailto:enterprise@azed.gov">enterprise@azed.gov</a>	602-542-7378 / (866) 577-9636 (Toll Free)
ALEAT Invitation	Access to Arizona LEA Tracker	<a href="mailto:ALEAT@azed.gov">ALEAT@azed.gov</a>	602-542-4353

### 2009 USDE Monitoring Findings

1.4 The SEA ensures that all teachers hired after the first day of the 2002-2003 school year to teach in Title I programs were highly qualified at the time of hire.

“Further Action Required: Within 30 business days, the State must submit to the Department a written plan with specific procedures and a timeline the State will implement to ensure that all teachers hired for title I positions are highly qualified. The State must provide the Department with evidence that it is taking corrective actions when LEAs are found to be out of compliance.”

II.A.1 The SEA reports annually to the Secretary in the Consolidated Performance Report (CSPR) the number and percentage of classes taught by highly qualified teachers, in the aggregate and in high-and low-poverty schools.

“Within 30 business days, the State must submit to the Department a written plan with specific procedures and a timeline the State will implement to ensure that all LEAs in the State are reporting complete HQT data. The State must provide the Department with evidence that it is taking corrective action.”

### Teacher of Record vs. Not-Teacher of Record

A “teacher of record” directly instructs, evaluates and assigns grades to students in core academic subjects. SPED teachers do not have to demonstrate subject-matter competency in core academic subjects **if** they do not directly instruct students in those subjects, or if their role is limited to providing highly qualified teachers with consultation on the adaptation of curricula, the use of behavioral supports and interventions, the selection of appropriate accommodations, assists students with study or organization skills, or reinforces instruction the child has already received from a teacher who is highly qualified in that core academic subject. A SPED teacher who is not “teacher of record” is then determined highly qualified by having the appropriate Arizona Special Education Certificate.